

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post		2. Agency		3a. Position Number	
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input type="checkbox"/> No					
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____ , (Title) _____ (Series) _____ (Grade) _____ <input type="checkbox"/> b. New Position _____ <input type="checkbox"/> c. Other (<i>explain</i>) _____					
5. Classification Action		Position Title and Series Code		Grade	Initials Date (mm-dd-yyyy)
a. Post Classification Authority					
b. Other					
c. Proposed by Initiating Office					
6. Post Title Position (<i>If different from official title</i>)			7. Name of Employee		
8. Office/Section			a. First Subdivision		
b. Second Subdivision			c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Signature of Employee Date (mm-dd-yyyy)			10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor _____ Signature of Supervisor Date (mm-dd-yyyy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head Date (mm-dd-yyyy)			12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)		
13. Basic Function Of Position					
14. Major Duties and Responsibilities _____ % of Time					
(Continue on blank sheet)					

15. Qualifications Required For Effective Performance

- a. Education
- b. Prior Work Experience
- c. Post Entry Training
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
- e. Job Knowledge
- f. Skills and Abilities

16. Position Element

- a. Supervision Received
- b. Supervision Exercised
- c. Available Guidelines
- d. Exercise of Judgment
- e. Authority to Make Commitments
- f. Nature, Level, and Purpose of Contacts
- g. Time Expected to Reach Full Performance Level